



## General Services Assistant (Auckland)

The United States Consulate General in Auckland invites suitably qualified applicants to apply for the full time position of General Services Assistant.

The incumbent serves as one of two General Services Office (GSO) Assistants, under the supervision of the Management Officer. Responsibilities include coordinating maintenance and facility services for the Auckland Consulate and a number of residential properties. The role also involves basic administrative duties such as processing of monthly bills, purchasing and procurement tracking, processing of staff arrivals and departures, and various clerical duties as required.

To be successful in this role, applicants will have completed secondary school, have at least two years of administrative and customer service experience, and be computer literate with a good knowledge of MS Office applications. Applicants must also hold a full New Zealand driver's license and have procurement and/or property leasing experience.

The General Services Assistant needs excellent communication and decision-making skills with the ability to develop and maintain professional relationships. Sound administration skills with respect to thoroughness, accuracy, and an ability to prioritize numerous demands are also required.

The starting salary for this position is NZD\$54,821 per annum per annum (negotiable depending on experience), with some special benefits e.g. both U.S. and New Zealand Holidays - an approx.. total of 20 days; and 8.7% contribution by the employer to an employee's retirement.

*If you are not a New Zealand citizen or permanent resident, you **must have a current valid work permit** to be eligible to apply for this position. All employees of the U.S. Government are required to complete full medical and security background checks.*

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at <https://nz.usembassy.gov/jobs/u-s-consulate-auckland/>

If you meet all the eligibility criteria for this role, please complete and submit your application form, covering letter and CV to [Wellington.HR@state.gov](mailto:Wellington.HR@state.gov)

**Applications close on Tuesday, 19 April 2016**

**Note:** *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*